

Outline, Course in 4-H Club Organization and Procedures
For Professional Improvement of Extension Workers

As offered by Graduate School, Cornell University, Ithaca, N. Y.,
July 1948, E. W. Aiton, Instructor*

I. Purpose and Objectives

Professional improvement of extension workers to the end that their work will be more effective in the personal and educational development of rural boys and girls through 4-H Club work.

- A. Knowledge of the basic principles underlying 4-H program, organization, planning, and methods.
- B. Appreciation of the variety of techniques used in 4-H Club work, their advantages and disadvantages.
- C. Ability to apply basic principles and appropriate techniques to local situations so as to obtain maximum educational development of rural boys and girls.

II. Meeting Arrangement

Fifteen meetings, each of 75 minutes' duration.

- A. First half hour devoted to a discussion of the topic of previous day and the readings assigned. Short tests may be given occasionally and without notice.
- B. Remaining period devoted to the topic for the current day, including a presentation of the underlying principles and possible applications.
- C. Afternoon library and seminar sessions will be arranged on request.

III. Outside Reading

- A. Reading assignments will be made in connection with each topic. These will be intensive rather than extensive. Because of their brevity and importance to the particular topic assigned, members will be held responsible for all of them.
- B. Those students particularly interested in topics covered only briefly by the course are encouraged to consult with the instructor in regard to additional reading. Provision will be made for brief reports by each member of the class on special reading.

* Extension Service, U. S. Department of Agriculture
Washington 25, D. C.

IV. Term Problem

Each member of the class will be expected to work on a term problem. It may be an outline or may take the form of a term paper, and should be brief. It should be chosen from the work that the student expects to do on his extension job. Its purpose is to apply the principles developed in the course to an actual problem encountered in the conduct of 4-H Club work.

V. Notebooks

As no text is available, each student is requested to keep a notebook. This should include:

- A. Class notes. In addition to material presented by the instructor, contributions made by members of the class should be included.
- B. Reference readings. As many as possible of the reference readings will be distributed to the class. It is suggested that notes on references not distributed should be made to enable the student to give an evaluation of all assignments at the end of the course.

VI. Informal Contributions of Students to the Class

In any group of extension workers, much valuable information is available in the experience of the students. Each student is expected to participate in discussion and to present his points of view and experiences. With all sections of the country and at least one foreign nation represented in the experiences of the students, such participation is the most effective means of developing broad points of view.

VII. Evaluation of Student's Work

The following items will be considered:

- A. Knowledge of basic principles and appropriate techniques evidenced by participation in discussion.
- B. Ability to apply principles and techniques to local situations as evidenced in class and term problem.
- C. Contributions from his experience made by the student.
- D. Short tests and other assignments given.

VIII. Syllabus of Daily Topics, Resource Materials and Advance Assignments

Lesson No. and Date	Topical outline	Resource materials used	Advance references assigned
July 12	Class registration and orientation only		
I. July 13	1. Course orientation in terms : of an extension approach to com- : munity youth problems. 2. Introduction to a specific : community youth problem 3. Discussion of term problems	1. Letter from Hanover Teacher 2. Outline, the Hanover Community 3. Bulletin 320, "Organization of 4-H : Club work" 4. Leaflet - "The 4-H Clubs" 5. "Statistical analysis of 4-H Club work"	
II. July 14	1. Objectives of 4-H Club work 2. Objectives of Extension Work 3. Objectives of Education 4. Objectives of Vocational Educ. 5. History of 4-H Club Work 6. Basic Extension Laws 7. History of Extension Work	6. "Some Educational Aims and Objectives : in Extension Work" - mimeo. 7. "How Would You Solve the Following : 4-H Problems?" 8. Monograph 21 "Education Objectives in : Vocational Agriculture - -" 9. "Experience and Education" - Dewey p.116 10. Misc. Pub. 285, "Federal Legislation, etc." 11. "Early Development of 4-H Clubs" - mimeo. 12. "Seaman A. Knapp, Schoolmaster of : American Agriculture," by Bailey 13. "The Ag. Ext. System" - Smith & Wilson 14. "History of Ag. Extension Work," A.C. True:	Resource materials : Nos. 3, 6, 7, 8, 10, 11
III. July 15	Objectives and Techniques in 4-H Home Economics Programs	Guest lecturer - Miss Gertrude L. Warren, Organization 4-H Club Work, Extension Service, U.S.D.A. 15. "Review of the 4-H Homemaking Club : Program" - mimeo. 16. "10,000,000 Youth Let's Help Them Plan : Their Future" - mimeo.	Resource materials : Nos. 15 and 16

VIII. Syllabus of Daily Topics, Resource Materials and Advance Assignments (continued)

Lesson No. and Date	Topical outline	Resource materials used	Advance references assigned
IV. July 16	1. The Needs and Situations of Youth	:17. Development of Children and Youth" (multilith)	: Resource materials Nos. 18, 19, 23, 25
	2. Logical Groupings - Type of Club	:18. "Engineering an Extension Program for All Youth" (multilith)	
	3. Problems of Juvenile Delinquency	:19. "What Do the 15-21 Year-Olds Want in Their 4-H Program?" (typed)	
	4. The Field and Scope of 4-H	:20. "Guiding Principles for Extension Older Youth Programs" - mimeo.	
	5. Who Are Our Members?	:16. "10,000,000 Youth Let's Help Them Plan Their Future" - mimeo.	
		:21. "Dominance of Social Interests" (mimeo.)	
		:22. Individual Problems I, II, III (mimeo.)	
		:23. "Summaries of Recommendations for Action" - Natl. Conf. on Prevention & Control of Juvenile Delinquency	
		:24. Bulletin 426 "Selectivity of 4-H Club Work"	
		:25. "Keeping High School Youth in 4-H Clubs" (leaflet)	
V. July 17	1. Local 4-H Club Program Planning	:26. "Whither Rural Youth" (bulletin)	: Resource materials Nos. 25, 27, 28
	2. County 4-H Program Planning	:27. "Rural Communities" - D.S. 10	
	3. Organization of the Community	:5. "Statistical Analysis of 4-H Club Work"	
		:28. "Main Types of County Extension Organization" (multilith)	
		:29. "Getting Group Action" - mimeo.	
		:30. 4-H Program Planning Suggestions (Indiana Folder)	

VIII. Syllabus of Daily Topics, Resource Materials, and Advance Assignments (continued)

Lesson No. and Date	Topical outline	Resource materials used	Advance references assigned
VI. July 19			
1.	Parents Part in 4-H Club Work	31. "Parents Part in 4-H Club Work" - by T. A. Erickson	Resource materials Nos. 31, 32, 34
2.	Securing Parent Cooperation	32. "Parents and 4-H Club Work" (bul.)	
		33. "Junior Family Partnerships" (bul.)	
		34. "Father and Son Partnerships" (bul.)	
VII. July 20			
1.	Local 4-H Club Leadership	35. Ext. Circ. 347: "Voluntary Leaders Are Essential - -" (mimeo.)	Resource materials Nos. 35, 36
2.	Place and Function of Leaders	36. "Some Suggestions on Division of Responsibility - -" (tearsheets)	
3.	Problems and Needs of Leaders	37. "Local Leadership" - mimeo.	
4.	Duties of Leaders	38. "A Study of Local Leaders in N. H."	
5.	Selection of Leaders	39. "A Study of Local Leaders in N. Y."	
VIII. July 21			
1.	Local 4-H Club Leadership (continued)	40. "The Local Leader's Relation to the Club" - mimeo.	Resource materials Nos. 41, 42
2.	Leader Training	41. "Suggested Content for Local Leader Training Program in Northeastern States"	
3.	Junior Leadership	42. "Suggested Plan for Training" - by Bert Rogers - mimeo.	
4.	Satisfactions of 4-H Leader- ship	43. "Voluntary Local Leadership" mimeo.	
		44. "Guideposts for Local Leaders" - by T. A. Erickson	
		45. "Why Do I Stay in 4-H Work?" mimeo.	
		46. "A Tribute to Leadership" - typed	

VIII. Syllabus of Daily Topics, Resource Materials and Advance Assignments (continued).

Lesson No. and Date	Topical outline	Resource materials used	Advance references assigned
IX. July 22	How Members Learn in 4-H Project Teaching Objectives and Special Techniques, such as demonstrations, judging tours, home visits, etc.	47. Ext. Serv. Circ. 289, "Principles in Extension Teaching" Project Teaching Outlines by Class Members "Some Considerations in Using the 10 Guidepost Program," by E. H. Shinn - mimeo.	: Resource materials : No. 47 : : : : : : :
X. July 23	Local, State, and National Events	48. "Souvenir Program, Eighteenth National 4-H Club Camp" 49. National 4-H Congress Program 50. Community Organization Material	: Resource materials : Nos. 48, 49, 50 : : : :
XI. July 26	The Place of Contests, Awards, and Incentives in 4-H Club Work	Guest Lecturer, R. A. Turner, Field Agent, Central States, Extension Service, U.S.D.A. 51. "The Use of Rewards in 4-H Club Work," by Gertrude L. Warren 52. "National 4-H Awards Handbook"	: Resource materials : Nos. 51, 52 : : : : : :
XII. July 27	Relationships to Organization, Groups, Agencies, Special- ists, etc. Place of Movies and Visual Aids Publicity and Reporting	53. "An Illustrated Annual Report of the County" (slides) 54. "Job for Two" - film strip 55. New York 3-H Slide Series 56. "This is the Story" (bulletin)	: Resource materials : Nos. 53, 54, 55, 56 : : : : : : :

VIII. Syllabus of Daily Topics, Resource Materials and Advance Assignments (continued)

Lesson No. and Date	Topical outline	Resource materials used	Advance references assigned
XIII. July 28:	1. Evaluation of 4-H Club Work	Guest Lecturer - Mrs. Laurel Sabrosky,	:
: 2.	Annual Extension Reports	Extension Analyst, Division of Field	:
:	:	Studies and Training, Extension	:
:	:	Service, U. S. D. A.	:
XIV. July 29:	4-H In Perspective	Lecture and Selected References	:
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XV. July 30: Final Examination
Term Papers due

